



North Carolina Community College System (NCCCS) Administrative Information Systems Project

E-Procurement Enhancement

Instructor-Led Training Colleague Requisition and Purchase Order Processing *Instructor Guide*





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Colleague Enhancements
Instructor-Led Training
-Instructor's Guide-

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Course **Colleague Requisition and Purchase Order Enhancements**

Course Overview **NC E-Procurement @ Your Service** is an online purchasing process that can be accessed by users in NC Agencies, Universities, Community Colleges, Local Education Authorities (LEAs), and Local Governments.

The purpose of this course is to help existing Colleague users understand the changes to Colleague as a result of the E-Procurement implementation. This course is **not** intended to train new Colleague users but to update existing users with the changes in functionality.

This course focuses on the requisitioning process changes in Colleague. This course should be conducted following the E-Procurement Requisition course.

Course Topics Topic 1 eRequisition Process Overview
 Topic 2 eRequisition Import

 Topic 3 Resolving Import Errors

 Topic 4 Create and Update Purchase
 Orders
 Topic 5 Vouchers and Check Processing

 Topic 6 Colleague Reporting
 Modifications

Audience • Requisitioners
 • Approvers
 • Purchasing
 Agents



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- | | |
|----------------------|---|
| Prerequisites | Colleague User Interface Training |
| | <ul style="list-style-type: none">• Course• E-Procurement eRequisitioning Course |
-

- | | |
|--------------------------|---|
| Course Objectives | After training, participants will be able to: <ul style="list-style-type: none">• Understand what happens when a requisition is imported from E-Procurement to Colleague• Process the requisition once it is imported from E-Procurement to Colleague• Resolve error notifications related to the requisition import process• Create a Purchase Order from the Requisition in Colleague• Understand the changes to the blanket order process• Understand the changes to the voucher and check processing functions• Understand the changes to Colleague reporting |
|--------------------------|---|
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| | |
|-----------------------|------------|
| Estimated Time | 6 hours |
|-----------------------|------------|



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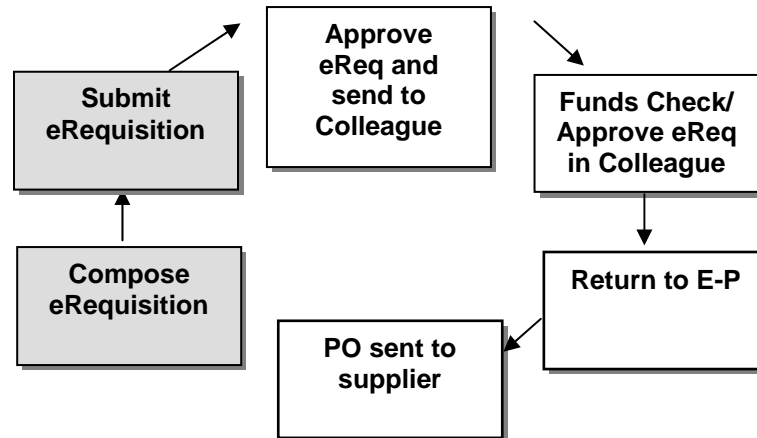
Topic 1 **eRequisition
Process**

Overview This topic provides an overview of the eRequisition enhancements in Colleague and the process to create an eRequisition. Creating an eRequisition consists of the following steps: adding a title, line items, shipping information, account information, and comments in E-Procurement. Depending on your College's preferences, you may also complete approval flows on the requisition in E-Procurement. Once the requisition completes the approval process in E-Procurement, it will automatically pass to Colleague for any remaining approvals and funds checking. When the requisition is passed to Colleague, an email notification will be sent to the user indicating the status of the request.

E-Procurement Lifecycle This course will focus on how to process a requisition once it is imported from EProcurement to Colleague. All change orders and receipts will be created in Colleague. Once the requisition is sent to Colleague, all updates, changes, and deletes must be made in Colleague. The final purchase order will be sent back to EProcurement for distribution to the supplier.



E-Procurement Lifecycle





eRequisition Process

An eRequisition is created when a user selects items to order over the Internet through E-Procurement. In the E-Procurement eRequisition course, we reviewed the seven main pages required to create an eRequisition on E-Procurement:

- A. **Title** – enter a title that describes the purchase
- B. **Add items** – select and add item(s) to the shopping cart
- C. **Shipping** - enter shipping information
- D. **Accounting** – enter accounting information
- E. **Comments** – add comments about the items
- F. **Approval flow** – review the process for approval, if applicable
- G. **Summary** – verify that all information is correct

Once the E-Procurement System is interfaced with Colleague, Requisitions will be created in E-Procurement. The only exceptions to this rule are employee reimbursements and funds transfers. Once the requisition is created in EProcurement, it is sent to Colleague for verification of the data and subsequent funds checking. If the Colleague requisition approval process is configured, the requisition will be subject to any necessary approvals. Once the requisition is sent to Colleague, the process is as follows:

- H. **Data Validation** – validation of the data in the requisition which includes line item information such as the commodity codes, General Ledger information, tax rates, etc.
- I. **Funds checking** – as part of the validation of the line item information, funds checking of the General Ledger accounts occurs automatically in Colleague when the requisition is imported from E-Procurement.
- J. **Email Notification** – sent to the requestor letting them know the requisition number and the status of the requisition in Colleague and if there are any error or warning messages.
- K. **Colleague Review** - user logs into Colleague to look-up and review the requisition, makes any necessary changes and finishes processing the requisition. Note: this review is optional if an eRequisition has no errors (goes to Outstanding status) and if the Colleague requisition approval processing is not in effect.
- L. **PO Distribution** – once the PO is finished, it is passed back to EProcurement for electronic distribution to the supplier.



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When the requisition is imported into Colleague from E-Procurement, users can modify the fields below, depending on whether the item is a non-catalog or catalog item. If other fields need to be updated, the user must delete the line item and create a new request in E-Procurement.

- Unit Price (non-catalog)
 - Quantity
 - Need By Date
 - FOB Code
 - Other Costs
 - Ship to code
 - Account Code
 - Ship Via
 - Payment Terms
 - Description (non-catalog)
 - Tax
 - Comments
-



Vendor Processing Overview

Once Colleague and E-Procurement are interfaced, Community College requisitions will be entered in E-Procurement. As a result, all vendors must be registered with the E-Procurement System in order to receive a purchase order.

E-Procurement users will have the opportunity to select items from an electronic term contract catalog on E-Procurement. Users can also order items using noncatalog and the eQuote functionality. Due to these new ordering methods, buyers may order items from new vendors that are not currently available in Colleague.

In order to address the discrepancy between the vendors available on E-Procurement and the vendors available on Colleague, a vendor-staging table will be used. This vendor-staging table will store all of the vendors available on E-

Procurement. If a requisition is created and the vendor is not available on Colleague, the system will automatically pull the vendor into Colleague using the vendor staging table. Your College's System Administrator will review this process to make sure that the vendor records are smoothly transitioned from one system to the next.

Existing Colleague vendors that register with E-Procurement will have their information in Colleague automatically updated when it is received. New EProcurement vendors (not already in Colleague) will be added to the Colleague vendor tables when a requisition is created. As a result, you should not expect to see new E-Procurement vendors in Colleague until a requisition has been created for that vendor.

Users are able to perform minimal updates to E-Procurement vendor information in Colleague. Users are not able to add new E-Procurement vendors in Colleague.

For example, the user cannot change the bill to address information of an EProcurement vendor, but they can update alternate contact information. Colleague will make the non-editable fields grayed out for read-only.

Review Questions

Instructions:

Discuss the following questions about eRequisition Processing with your classmates. Please refer to the course materials as well as classmates in order to determine the correct answers.

Questions:

- 1) Does funds checking occur on E-Procurement or on Colleague?



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- 2) How are E-Procurement vendors transmitted to the Colleague System?
- 3) Is a new E-Procurement vendor visible as a Colleague vendor before or after the first eRequisition for that vendor is created? Why?
- 4) Can an E-Procurement vendor be added directly to Colleague outside of the EProcurement vendor registration process?
- 5) Can requisitioners switch a line item from one supplier to another once the requisition is imported into Colleague?

**Key Summary
Points**

- Requisitions will be created in E-Procurement and imported into Colleague
 - Funds checking will occur on Colleague once the requisition is imported
 - When a requisition is passed to Colleague, only the following updates can be made: 1) Unit Price 2) Quantity 3) Need By Date 4) FOB Code 5) Other Costs 6) Ship To code 7) Account Code 8) Ship Via 9) Payment Terms
-



Topic 2

eRequisition Import

Overview

This topic provides an overview of the eRequisition process in Colleague. This topic will cover Colleague functionality enhancements that the user will encounter once the requisition has successfully passed from E-Procurement to Colleague

The user has created an eRequisition in NC E-Procurement @ Your Service. Once the requisition is created in E-Procurement and submitted, the requisition will automatically be passed to Colleague. Users can add multiple vendors to a requisition created in E-Procurement. Once that requisition is passed to Colleague, a unique requisition will be created for each vendor or unique vendor locations. EProcurement requisitions will also be split into unique requisitions in Colleague if any of the following fields are different across line items: ship-to, bill to, need-by dates, blanket order indicator, shipping method or AP Type.

The requestor will be notified of the requisition in Colleague. It is the requestor's responsibility to review the requisition information and ensure that the requisition information in Colleague is correct.

Once the requisition is passed to Colleague, funds checking automatically occurs and one or more email(s) are sent to the requestor's email account notifying them that the requisition(s) are successfully created in Colleague. The email will contain the requisition ID information and the user will then login to Colleague to review the requisition. The email(s) will contain information on error conditions and warning conditions encountered in the automatic import process. Error conditions must be corrected on the requisition.

The AP Type for the requisition is determined by a set of rules that examine the GL number. This is performed automatically when Colleague creates the requisition.

Once the requisition is passed to Colleague, the status will be either "In Progress" or "Outstanding". The Outstanding status indicates that no errors were found. Requisitions that are in Outstanding status will have "Requisition Done" field indicating, "Yes". If the status indicates that the requisition is "In Progress", the "Requisition Done" field will indicate "No". We will cover how to handle requisition import errors in the next topic of this course.

If a requisition created in E-Procurement has multiple line items with different vendors, address or account information, these line items will be created as



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separate requisitions in Colleague, each with a unique requisition number. The user will receive a separate email for each requisition created in Colleague. Each email will provide information such as the E-Procurement eRequisition line numbers and the Colleague Requisition number.

In the same manner, E-Procurement requisitions containing blanket purchase order line items will create Colleague requisitions. The blanket requisitions in Colleague are processed using the Colleague blanket purchase order workflow.



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Scenario: The user has created and submitted an eRequisition in NC E-Procurement @ Your Service. The requisition is automatically passed to Colleague and an email is sent to the user. The requisition passed funds checking and the status of the requisition is "Outstanding". Review the requisition and the Colleague enhancements in Colleague.

Walkthrough

Email Subject: Requisition Creation – Success Notification

Email Content:

This email is to notify you that your requisition has been successfully created in Colleague.

Ariba Requisition ID: PR8001959A
Ariba Requisition Line Numbers: 1
Ariba Vendor ID: 650330533
Ariba Location ID: 650330533-A
Colleague Requisition Number: 0000085
Requisition Status: Outstanding

1. T

he user receives the email notification above in his/her inbox.

Note: This email notification will be sent whenever a requisition is successfully passed from E-Procurement to Colleague. If the email contains a list of error conditions, it is the user's responsibility to correct these errors in Colleague or in E-Procurement and resubmit the eRequisition with the corrections. If the email contains warning messages, the user is not required to make corrections to the warnings, but should inform their systems administrator of the warnings.

2. The eRequisition Number and the Colleague Requisition Number are included in the email. The Colleague Requisition number will be used to locate and review the requisition in Colleague.

Note: The E-Procurement Requisition ID and Colleague Requisition Number in the above email may be representative examples only. Your instructor will give you the actual numbers to use.

3. The user logs into Colleague to review the requisition.
-



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Datatel Login

Enter a User ID and Password:

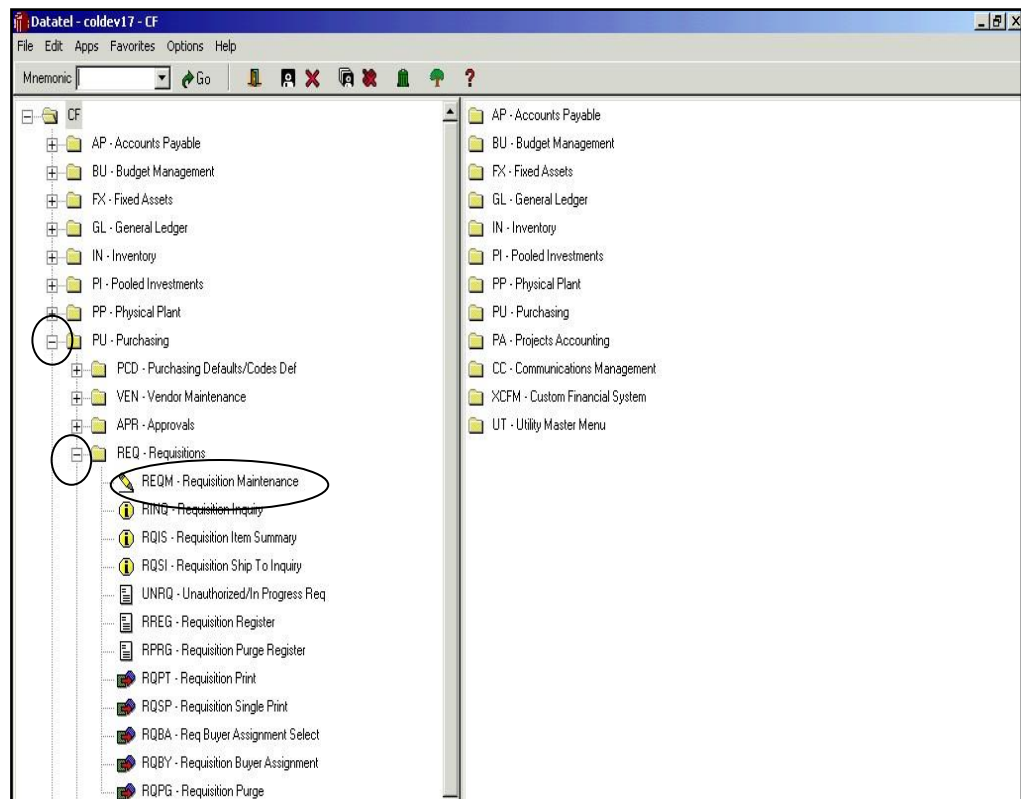
User ID:

Password:

Database:

OK Cancel

4. Enter the User ID and Password and click the “OK” button.
The main screen of the Datatel System displays.



5. Access the “CF” Application
6. Expand the “PU – Purchasing” folder.
7. Expand the “REQ – Requisitions” folder.



8. Open the “REQM – Requisition Maintenance” folder. The **REQM Maintenance** page displays. The “Requisition LookUp or (A)dd” window is open.

Note: The purpose of this scenario is to review changes to the Colleague screens. Reviewing a Colleague Requisition in Outstanding status is optional. If a requisition goes into Outstanding status there are no errors. If a requisition is in Outstanding status, the user can go directly to purchase order processing without reviewing the requisition in Colleague.

9. Enter the “Colleague Requisition Number” received in the “Requisition Creation – Success Notification” email and click the “OK” button. The **REQM – Requisition Maintenance** page displays.



10. Review the fields and features on the **REQM Requisition Maintenance** page

- A. The “Status” and “Requisition Done” fields indicate the status of the requisition. In this case, the status is outstanding, indicating that there are no errors on this request.
- B. The “Req. Type” field is new. The “Req Type” field must be populated for all requisitions once Colleague and E-Procurement are interfaced. The Req. Type field options are as follows:
 - 1. PR – E-Procurement
 - 2. RE – Reimbursement
 - 3. FT – Funds Transfers
 - 4. L – Legacy Item

This field will default to “PR E-Procurement” and will not be modifiable for all requisitions coming from E-Procurement. Once E-Procurement is interfaced with Colleague, only reimbursement and funds transfer requisitions can be created in Colleague.



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- C. The grayed fields are not modifiable; this includes the vendor information pulled from the requisition.
- 11. Click the detail arrow button located next to the Item "Detail field." The **RQIL – Requisition Item List** page displays.



Datatel - S07-NCEDUC-1 - CF

File Edit Favorites Tools Help

Mnemonic: REQM Go [Icons]

REQM-Requisition Maintenance RQIL-Requisition Item List

Requisition: 0000085 Status: Outstanding Status Date: 08/31/03
Vendor..... Wholesale Vacuum Connection

| | Description | Quantity | Estimated Price | Extended Price | Tax |
|----|-------------------------|----------|-----------------|----------------|-----|
| 1 | Vacuum Cleaner, Upright | 1.000 | 224.9000 | 224.90 | Yes |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

Taxes

| | Amounts | Item Total |
|------------------|---------|------------|
| 1 70 7% tax rate | 15.74 | 224.90 |
| 2 | | 15.74 |
| | | 240.64 |

Controller Description Value 1/1

12. Click the detail arrow button located next to the line item. The **RQIM – Requisition Item Maintenance** page displays.



Datatel - S07-NCEDUC-1 - CF

File Edit Favorites Tools Help

Mnemonic REQM Go

REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Requisition: 0000085 Status: Outstanding Status Date: 08/31/03

Vendor Name 1 Wholesale Vacuum Connection

Commodity 36580 Vacuum Cleaners

Inv Item

Description 1 Vacuum Cleaner, Upright

Est Price 224.9000

Quantity 1.000

Other Cost

Unit of Issue EA Each

Trade Disc Amt

Trade Disc Pct

Extended Price 224.90

Work Or/Type/Flg

Tax Codes 1 70 7% tax rate

GL Account No 11-000-00-426000-00000

Percent 100.000

Quantity 1.000

GL Amt 224.90

Proj ID

Desired Date

Fixed Asset

Vendor Part 1010D

Form/Box/Loc

Item Detail

Comments 1

Controller Description Value 1/8

13. Review the details of the **RQIM – Requisition Item Maintenance** page:

Note: The information in the gray fields will come from E-Procurement and will not be modifiable in Colleague.

- A. The information in the “Other Costs” field will be carried over from the requisition created in E-Procurement. However, this field is modifiable in Colleague. The Other Costs field should be used to document any additional costs associated with the requisition. Due to recent legislature, shipping fees should not be included in the other costs field as they are now a taxable expenditure.
- B. The following fields will be modifiable on a requisition in Colleague:
- Unit Price (non-catalog)
 - Quantity
 - Need By Date
 - FOB Code
 - Other Costs
 - Ship to code
 - Account Code
 - Ship Via
 - Payment Terms
 - Description (non-catalog)
 - Tax



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- Comments

Although line items cannot be added, users can delete line items in Colleague. If any other changes need to be made to a line item, the user must create a new requisition in E-Procurement.

14. Click the Detail arrow located next to the "Item Details" field. The **XRIDRequisition Item Detail** page displays.



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File Edit Favorites Tools Help

Mnemonic: REQM Go

REQM-Reqquisition Maintenance | RQIL-Reqquisition Item List | RQIM-Reqquisition Item Maintenance | XRID-Reqquisition Item Detail

Requisition: 0000085 Status: Outstanding Status Date: 08/31/03

Other Cost

Building

Room

Asset Category

Desired Delivery Date Time

Deliver To 1 Debra Wallace

2

3

Bid Number

EP Requisition No PR8001959A Line Number 1

Recyclable No Blanket Item No

Catalog Item Yes Item Type Good

Contract Type T Contract Number 365B

eQuote Number Punchout No

Vendor Part No/Aux 1010D

15. Review the fields that display on this page:

- Other Costs field
- Recyclable Indicator
- Catalog Item Indicator
- Contract Number Indicator
- Contract Type Indicator
- Blanket Item Indicator
- Item Type Indicator
- Punchout Indicator

Note: These fields will be passed from the E-Procurement requisition to Colleague. If you have questions about these fields, please consult the EProcurement eRequisitioning course.

16. Save to leave this tab. The **RQIM – Requisition Item Maintenance** page displays.



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REQM-Requisition Maintenance | RQIL-Requisition Item List | RQIM-Requisition Item Maintenance

Requisition: 0000854 Status: In Progress Status Date: 06/05/03

Vendor Name: 1 | Natalie's Flowers
Commodity: 26988 Sample Test
Inv Item:
Description: 1 | Vit A
Est Price: 1.0000
Quantity: 1.000
Other Cost: 2.00
Unit of Issue: EA Each
Trade Disc Amt:
Trade Disc Pct:
Extended Price: 1.00
Work Or/Type/Flg:
Tax Codes: 1 | 65 6.5% Sales Tax
GL Account No: 1 |
GL Amt: 2.00
Proj ID:
Desired Date:
Fixed Asset:
Vendor Part:
Form/Box/Loc:
Item Detail: X
Comments: 2 | 919-998-8888

Controller Comments Value 2/2

17. Click the "Comments" detail arrow. The Item Comments page displays.



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18. Review the line item comment.

Note: These comments will be passed over from E-Procurement and sent to the vendor. You can indicate that you do not want the Comment information to pass to Colleague on the Comments page in E-Procurement. Once the comment is passed to Colleague, users can edit comment information in Colleague.

19. Click the "X" to close the **Comments** window. The **RQIM** window displays.

20. Click the "X" to close all open requisition windows. The main menu displays.



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**Practice
Exercise**

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Review the email notification provided. Note the Colleague Requisition number and look up the requisition in Colleague. Review the screens to determine if it was imported into Colleague successfully.

**Key Summary
Points**

The following types of requisitions will be available in the Req Type field:

- – PR – E-Procurement
- RE – Reimbursement
- FT – Funds Transfers
- L – Legacy Item

Requisitioners can only create new requisitions in Colleague for reimbursements and funds transfers. Users will not be able to create any other requisitions in Colleague.

- Users will receive an email notification indicating that the requisition has successfully passed from E-Procurement to Colleague. Users should use this information to log into Colleague and review their request.
- Users can only modify the following fields in Colleague. If the user needs to edit a field that is not listed here, he/she must delete the line item in Colleague and create a new request in E-Procurement.
 - Unit Price (non-catalog)
 - Quantity
 - Need By Date
 - FOB Code
 - Other Costs
 - Ship to code
 - Account Code
 - Ship Via
 - Payment Terms
 - Description (non-catalog)
 - Tax



– Comments

Topic 3

Resolving Errors

Import

Overview

If the status indicates that the requisition is “In Progress”, the “Requisition Done” field will indicate “No”.

If this is the case, the user should refer to the email to determine the errors. There are some potential errors that may occur when the requisition passes from EProcurement to Colleague that the requestor can work to resolve. Some of the errors may require assistance from your College's System Administrator:

1. The GL Account Number is incorrect
2. Funds checking failed due to insufficient funds
3. Ship to failed due to a translation problem
4. Terms failed due to a translation problem
5. FOB due to translation
6. Error because the initiator was left blank
7. Error when the requisition date is greater then the desired delivery date.

Please contact your System Administrator if you have the following warnings:

1. The Unit of Issue is not recognized



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2. The Commodity Code is not recognized

Note: The Unit of Issue and Commodity Code are read only in Colleague. You will receive alerts for bad data, but you cannot correct this data. You should contact your College's System Administrator.

Scenario: The user has created and submitted an eRequisition in NC E-Procurement @ Your Service. The requisition is automatically passed to Colleague and an email is sent to the user. The requisition passed to Colleague but has a GL account error and an invalid commodity code. Review the requisition in Colleague and update the account information.

Subject: Requisition Creation - Success Notification

Email Content: This email is to notify you that your requisition has been successfully created in Colleague

Ariba Requisition ID: PR8001962

A. Ariba Requisition Line Number: 1 2

Ariba Vendor ID: 562031724

Ariba Location ID: 562031724

Colleague Requisition Number: 0000084

C. Requisition Status: In Progress (unfinished) B.

The following error(s) occurred during the creation:

Invalid GL account number 11-130-97-531210-10400on line 1

Tax codes not valid without AP type, not populating tax code 65 on line 1

Wakthrough



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1. The user receives the email notification above in his/her email inbox.
2. Review the email notification:
 - A. Note the Colleague Requisition Number included in the email. This number will be used to locate and review the requisition in Colleague.
 - B. Note the Requisition Status. A requisition in "In Progress" status indicates that the request may have an error.
 - C. Note the error portion of the email. Insufficient funds errors and incorrect GL account errors will display in this portion of the email. It is important to review these emails and any error information that is included. This requisition has an invalid account number and an invalid commodity code. You may see the following error messages in the error portion of the email notifications:
 - Invalid GL Account Number
 - This valid number, #####, has an amount that exceeds the available funds on line" xyz".
 - Error related to Tax codes and AP Type – Colleague cannot determine an AP Type from an invalid GL Number. Without an AP type the Tax Code sent from E-Procurement cannot be accepted.



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If there are errors with the GL Number sent to Colleague, the GL Numbers will not be input on the line items of the requisition. Since the rules to determine the AP Type depend on the GL number, the AP Type may not be automatically created. If there is not a GL number, the tax codes will not be input.

Note: All of these errors require action from the requester. Errors in the GL (and the subsequent AP Type and Tax Codes) may be corrected on the requisition in Colleague.

3. Login and access the Colleague main menu.
4. Navigate to the REQM – Requisition Maintenance screen. The **REQM Maintenance** page displays. The “Requisition LookUp or (A)dd” window is open.
5. Enter the “Colleague Requisition Number” received in the “Requisition Creation – Success Notification” email and click the “OK” button. The **REQM – Requisition Maintenance** page displays.



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File Edit Favorites Tools Help

Mnemonic: REQM Go

REQM-Requisition Maintenance

Requisition: 0000084 Status: In Progress Status Date: 08/31/03

Requisition Date: 08/31/03 Maintenance Date: Requisition Amt: 531.72
Initiator: Wendy H. Harvey Desired Date: Req Type: EP E-Procurement

Vendor ID: 0075549 Types: 1
Name: 1 Act Office City (Manual)
Address: 1 11515 Vanstory Dr Ste 110A (Manual)
City/St/Zp: Huntersville NC 28078-9168
Country: Terms:
Currency: FOB:
Ship To: 01 Wake Technical Co Commodity:
Ship Via:

Approvals: 1 Buyer: Line Items: 2
Printed Comments: 1
Comments: 1
AP Type: 0010 State General Expens Priority:
Invn Store: Requisition Done: No

6. Review the fields and features on the **REQM Requisition Maintenance** page:

- A. The "Status" and "Requisition Done" fields indicate the status of the requisition. In this case, the status is "In Progress", indicating that there is an error with this request.
- B. The Requisition Done field indicates "No".

7. Click the detail arrow button located next to the "Line Items" field. The RQIL **Requisition Item List** page displays.

The screenshot shows the Datatel - S07-NCEDUC-1 - CF application window. The title bar includes the application name and standard window controls. The menu bar contains File, Edit, Favorites, Tools, and Help. Below the menu bar is a Mnemonic field set to 'REQM' and a Go button. A toolbar with various icons is located below the Mnemonic field. The main window has two tabs: 'REQM-Requisition Maintenance' and 'RQIL-Requisition Item List', with the latter being the active tab. A blue header bar displays the following information: Requisition: 0000084, Status: In Progress, Status Date: 08/31/03, and Vendor.....: Act Office City. Below the header is a table with the following columns: Description, Quantity, Estimated Price, Extended Price, and Tax. The table contains two rows of data: Row 1: Color Copy&Cover Paper, 40.000, 10.4000, 416.00; Row 2: #19 Ink Jet Printer, 4.000, 28.9300, 115.72. Below the table is a section for Taxes and Amounts. It includes two rows for Taxes (1 and 2) and a summary section with Item Total (531.72), Tax Total (0.00), and Req Total (531.72). At the bottom of the window, there is a Controller Description field and a Value 1/2 field.

| | Description | Quantity | Estimated Price | Extended Price | Tax |
|----|-------------------------|----------|-----------------|----------------|-----|
| 1 | Color Copy&Cover Paper, | 40.000 | 10.4000 | 416.00 | |
| 2 | #19 Ink Jet Printer | 4.000 | 28.9300 | 115.72 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

| Taxes | Amounts | Item Total |
|-------|---------|------------------|
| 1 | | 531.72 |
| 2 | | 0.00 |
| | | Req Total 531.72 |

Controller Description Value 1/2

8. Click the details arrow located next to the line item 1. The **RQIM Requisition Item Maintenance** page displays.



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Datatel - S07-NCEDUC-1 - CF

File Edit Favorites Tools Help

Mnemonic: REQM Go

REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Requisition: 0000084 Status: In Progress Status Date: 08/31/03

Vendor Name: 1 Act Office City

Commodity: 61562 Pads and Tablets

Inv Item:

Description: 1 Color Copy&Cover Paper

Est Price: 10.4000

Quantity: 40.000

Other Cost:

Unit of Issue: PK Package

Trade Disc Amt:

Trade Disc Pct:

Extended Price: 416.00

Work Or/Type/Flg:

Tax Codes: 1

GL Account No:

Percent:

Quantity:

GL Amt:

Proj ID:

Desired Date:

Fixed Asset:

Vendor Part: HPG102467

Form/Box/Loc:

Item Detail: X

Comments: 1

Controller Description: Value 1/4

9. Review the **RQIM** page. Note that the “GL Account No.” field is blank.

Note: Whenever the requisition has an error due to insufficient funds or an incorrect Account number, the number will be removed from the “GL Account No” field on the Colleague page. Colleague will not write the information to the field unless it is a valid account and has enough funds.

In addition, Colleague cannot calculate the taxes on the requisition until there is a valid GL account number and a valid AP Type. If there is a problem with the GL account number, the AP Type will not auto-populate and must be entered on the REQM – Requisition Maintenance screen.

10. Enter an “11...” in the “GL Account No” field and click “enter” to locate the training GL Account No (11-000-00-426000-00000). The **General Ledger Account Number Resolution** page displays. Page down until GL Account No. 11-000-00-426000-00000 displays.



| Seq | GL Account Number | Description |
|-----|------------------------|--|
| 33: | 11-000-00-420204-00000 | Waiver-HRD Student : Undefined |
| 34: | 11-000-00-420205-00000 | Waiver-Huskins : Undefined |
| 35: | 11-000-00-420206-00000 | Waiver-Military : Undefined |
| 36: | 11-000-00-420207-00000 | Waiver-Senior Citizen : Undefined |
| 37: | 11-000-00-426000-00000 | Additional Fees : Undefined |
| 38: | 11-000-00-426000-88000 | Additional Fees : Class Example |
| 39: | 11-000-00-431000-00000 | CE Tuition Occupational Ext : Undefined |
| 40: | 11-000-00-431001-00000 | CE Corrections Waiver : Undefined |
| 41: | 11-000-00-431002-00000 | CE Dual Enrollment Waiver : Undefined |
| 42: | 11-000-00-431003-00000 | CE HRD Waiver : Undefined |
| 43: | 11-000-00-431004-00000 | CE Military Waiver : Undefined |
| 44: | 11-000-00-431005-00000 | CE Other Waiver : Undefined |
| 45: | 11-000-00-431006-00000 | CE Paid Fireman Waiver : Undefined |
| 46: | 11-000-00-431007-00000 | CE Paid Law Enforcement Waiver : Undefined |
| 47: | 11-000-00-431008-00000 | CE Paid Rescue Squad Waiver : Undefined |
| 48: | 11-000-00-431009-00000 | CE Senior Waiver : Undefined |

11. The blue box displays beside the desired account number. Click the “Save” button to get the **RQIM** screen.

Note: The AP Type on the main REQM screen must be entered before you can enter the tax code on the line item details.



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REQM-Requisition Maintenance | RQIL-Requisition Item List | RQIM-Requisition Item Maintenance

Requisition: 0000876 Status: In Progress Status Date: 06/10/03

Vendor Name: Helyco Sales, Inc.

Commodity: 96651

Inv Item:

Description: 1 8 1/2 - 11 Plain Bond

Est Price: 7.0000

Quantity: 10.000

Other Cost: 20.00

Unit of Issue: EA Each

Trade Disc Amt:

Trade Disc Pct:

Extended Price: 70.00

Work Or/Type/Flg:

Tax Codes: 1 65 6.5% Sales Tax

GL Account No: 01-000-00-115400-00000

GL Amt:

Proj ID:

Desired Date: 06/30/03

Fixed Asset:

Vendor Part:

Form/Box/Loc:

Item Detail: X

Comments: 1

Element GL Accounts Value 1/1

12. Review the Commodity field for the requisition. The Commodity number displays without the description text.

Note: When Colleague does not recognize a Commodity Code or Unit of Issue on a requisition coming from E-Procurement, it will notify the user of the error in the notification email. An unrecognized Commodity Code or Unit of Issue will write in the appropriate fields in Colleague and will not prevent the requisition from being completed however, no description information will display for the user. The unrecognized code will display the numerical information only. The Commodity Code and Unit of Issue fields are not editable to the requestor in Colleague. The screen above is used as a display example. Req 84 did not contain an invalid commodity code.

13. The requester should now notify his/her College's System Administrator of the unrecognized Commodity Code. The System Administrator can update the Colleague files so that the Commodity number is validated and the user will no longer receive the error message in future email notifications pertaining to this code.
14. Now that the account number is updated, the user can continue to process the requisition. The user should set the requisition Done to 'Yes' and the requisition will move to Outstanding status.



**Practice
Exercise**

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Review the second email notification provided. Note the Colleague Requisition number and look up the requisition in Colleague. Review the screens to determine what errors occurred during the requisition import. Fix the errors using the data in the datasheet provided with this course.

**Key Summary
Points**

- It is important for the requester to review the Colleague email notifications that they receive. Any import errors that are resolvable by the requester will be documented in this notification.
 - Users may see the warnings below with the Colleague import. Some errors may require assistance from your College's System Administrator.
 - The Unit of Issue is not recognized
 - The Commodity Code is not recognized
 - Errors with General Ledger numbers (such as invalid number or insufficient funds) may be corrected on the requisition in Colleague.
-



Topic 4 Create and Update Purchase Orders

Overview

Once a requisition is in Outstanding status (it is marked as Requisition Done), a purchase order can be created.

When an E-Procurement requisition contains multiple vendors, each vendor order will be passed to Colleague as a unique requisition. As a result, purchase orders generated in Colleague and passed to E-Procurement will only include one vendor's order.

There can be one and only one E-Procurement requisition per purchase order.

When a purchase order is complete and placed in Outstanding status (it is marked as Purchase Order Done), Colleague automatically sends the transaction to E-Procurement. The E-Procurement System will automatically distribute the Purchase Order to the designated vendor electronically. The order will be sent to the vendor using the method they specified during vendor registration (fax, email or ACN).

When the Purchase Order is sent back to E-Procurement, it will be visible in the College's EP Lite Administrator's Status inbox. The EP Lite Administrator will see all orders sent by users at your Community College. EP Lite Administrator is a role assigned to an individual's user profile in E-Procurement. If you have questions about this role, please contact your College's Security Administrator.

All users can access their own orders by conducting a System Search in EProcurement to locate the order. The System Search functionality is covered in the E-Procurement eRequisition course.

Users can make the following updates on a purchase order in Outstanding status:

- Unit Price (non-catalog)
 - Quantity
 - Need By Date
 - FOB Code
 - Other Costs
 - Ship to code
 - Account Code
 - Ship Via
 - Payment Terms
 - Description (non-catalog)
 - Tax
-



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– Comments

These updates are automatically sent to E-Procurement. Once the requisition is sent from E-Procurement to Colleague, these changes can only be done in Colleague.

When an E-Procurement requisition containing blanket line items is passed to Colleague, a Colleague requisition is created. A Blanket Purchase Order is created in Colleague from the blanket requisition in Outstanding Status. Blanket orders can be accessed on the BPOM screen. We will cover the steps to review a blanket order in Colleague in this topic.

In the same manner as non-blanket purchase orders, the blanket purchase orders can be updated and the updates are sent automatically to E-Procurement. Blanket orders are distributed to the vendor using the same method as for non-blanket purchases.

Scenario:

The user has a requisition in Outstanding Status and creates a purchase order.
The purchase order is marked as done and E-Procurement is automatically notified.



Walkthrough

1. Login to Colleague and access the CF application.
2. Navigate to the purchase order maintenance screen POEM using the mnemonic Go option.
3. Add a new purchase order with the "A".

4. Click OK to get an auto-numbered purchase order.



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POEM-Purchase Order Maintenance

| | | | | | |
|--------------|------------------------|------------------|----------------------|--------------|--|
| PO Number: | | PO Status: | | Status Date: | |
| PO Date | <input type="text"/> | AP Type | <input type="text"/> | | |
| Requisitions | 1 <input type="text"/> | Maintenance Date | <input type="text"/> | | |
| PO Type | <input type="text"/> | PO Amount | <input type="text"/> | | |

| | | | |
|-----------|---|-------|---|
| Vendor ID | <input type="text"/> | Trans | 1 |
| Name | <div>Enter new PO No, "N"o Number, <ENTER> to assign automatically</div> <input type="text"/> | | |
| Address | | | |
| Cty/St/Zp | | | |
| Country | | | |
| Currency | | | |
| Ship To | | | |
| Ship Via | FOB <input type="text"/> | | |

| | | | |
|--------------|------------------------|------------------|------------------------|
| Approvals | 1 <input type="text"/> | Line Items | <input type="text"/> |
| Buyer | <input type="text"/> | Printed Comments | 1 <input type="text"/> |
| Initiator | <input type="text"/> | Comments | 1 <input type="text"/> |
| Reference No | 1 <input type="text"/> | PO Done | <input type="text"/> |
| Invn Store | <input type="text"/> | Contract Date | <input type="text"/> |

New Record

5. In the purchase order maintenance screen, enter the Colleague Requisition number in the Requisitions field and press enter. The screen will populate with the information from the requisition.



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POEM-Purchase Order Maintenance

| | | | | | |
|-------------------------|---------------------|--------------------|---------------------------|--------------|--|
| PO Number: | | PO Status: | | Status Date: | |
| PO Date | 06/28/03 | AP Type | 0011 State Current Expens | | |
| Requisitions | 1 0000639 | Maintenance Date | | | |
| PO Type | PR E-Procurement | PO Amount | 100.00 | | |
| Vendor ID | 0005683 | Types | 1 | | |
| Name | 1 Walmart | | | (Manual) | |
| Address | 1 600 Capital Blvd. | | | (Manual) | |
| Cty/St/Zp | Raleigh | NC | 27609 | | |
| Country | | Terms | 30 Net 30 Days | | |
| Currency | | Take Cash Discount | | | |
| Ship To | 01 Davidson Cc Main | | | | |
| Ship Via | B/W Best Way | | FOB DT Destination | | |
| Approvals | 1 | Line Items | 1 | | |
| Buyer | | Printed Comments | 1 | | |
| Initiator | Shashin | Comments | 1 | | |
| Reference No | 1 | PO Done | No | | |
| Invt Store | | Contract Date | | | |
| Controller Requisitions | | New Record | Value 1/1 | | |

6. Navigate to the line item details to review the information from the requisition. In our example, we have a single line item to review.



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POEM-Purchase Order Maintenance POIL-Purchase Order Summary List

PO Number: **PO Status:** **Status Date:**

Vendor 1 Walmart Expected Date: Requisitions 1 0000639

Commodity: Requisitions 1 0000639

| Line | Description | Ordered | | Accepted | | Item Status | Expected Date | Tax/ | Other Cost |
|------|-------------|---------|----------|-------------|----------|-------------|---------------|------|------------|
| | | Ordered | Accepted | Ordered | Accepted | | | | |
| 1 | Service | 100.000 | 0.000 | Outstanding | 1.0000 | | | | 100.00 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

Remaining Taxes Amounts Remaining 100.00

1 Taxes 0.00

2 Total 100.00

7. Navigate to the details of the line item.



POEM-Purchase Order Maintenance | POIL-Purchase Order Summary List | POIM-PO Item Maintenance

PO Number: **PO Status:** **Status Date:**

Vendor 1 | Walmart Requisition 0000639

Commodity 91006

Inv Item Item Status Outstanding

Desc 1 | Service Fixed Asset

Price Ordered 1.0000 Vendor Part

Price Accepted Form/Box/Loc

Qty Ordered 100.000 Initiator Shashin

Qty Accepted Expected Dt

Unit of Issue DL Dollars Item Det

Trade Disc Amt Other Cost

Trade Disc Pct Comments 1

Extended Price 100.00

Work Or/Type/Flg

Tax Codes 1

| | GL Account No | Percent | Quantity |
|---|------------------------|---------|----------|
| 1 | 11-140-97-535430-10200 | 100.000 | 100.000 |

GL Amt 100.00

Proj ID

Controller Desc Value 1/1

Note: You can update the following information:

- Unit Price (non-catalog)
- Quantity
- Need By Date
- FOB Code
- Other Costs
- Ship to code
- Account Code
- Ship Via
- Payment Terms
- Description (non-catalog)



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- Tax
- Comments

8. Review the information and save. This will take you back to the POEM screen.
9. On the POEM screen mark the purchase order as Done=Yes and Save/Update.

POEM-Purchase Order Maintenance

| PO Number: | | PO Status: | | Status Date: | |
|--------------|---------------------|--------------------|---------------------------|--------------|--|
| PO Date | 06/28/03 | AP Type | 0011 State Current Expens | | |
| Requisitions | 1 0000639 | Maintenance Date | | | |
| PO Type | PR E-Procurement | PO Amount | 100.00 | | |
| Vendor ID | 0005683 | Types | 1 | | |
| Name | 1 Walmart | | | (Manual) | |
| Address | 1 600 Capital Blvd. | | | (Manual) | |
| Cty/St/Zp | Raleigh NC 27609 | | | | |
| Country | | Terms | 30 Net 30 Days | | |
| Currency | | Take Cash Discount | | | |
| Ship To | 01 Davidson Co Main | | | | |
| Ship Via | BW Best Way | FOB | DT Destination | | |
| Approvals | 1 | Line Items | 1 | | |
| Buyer | | Printed Comments | 1 | | |
| Initiator | Shashin | Comments | 1 | | |
| Reference No | 1 | PO Done | Yes | | |
| Invn Store | | Contract Date | | | |
| New Record | | | | | |

10. The purchase order will be assigned a Colleague purchase order number.



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POEM-Purchase Order Maintenance

| PO Number: | PO Status: | Status Date: |
|------------------------------|--|--------------|
| PO Date: 06/28/03 | AP Type: 0011 State Current Expens | |
| Requisitions: 1 0000639 | Maintenance Date: | |
| PO Type: PR E-Procurement | PO Amount: 100.00 | |
| Vendor ID: 0005683 | Alert This PO has been assigned a Number of P0000528 OK | |
| Name: 1 Wal | | |
| Address: 1 600 | | |
| Cty/St/Zp: Raleigh | | |
| Country: | t 30 Days | |
| Currency: | Take Cash Discount: | |
| Ship To: 01 Davidson Cc Main | | |
| Ship Via: B/W Best Way | FOB: DT Destination | |
| Approvals: 1 | Line Items: 1 | |
| Buyer: | Printed Comments: 1 | |
| Initiator: Shashin | Comments: 1 | |
| Reference No: 1 | PO Done: Yes | |
| Invn Store: | Contract Date: | |

Note: Setting the purchase order to PO Done = Yes will automatically trigger a transaction to be sent to E-Procurement.

Note: The EP Lite Administrator will have the ability to view purchase orders in their E-Procurement inbox. You can review this functionality in the Security Administrator course. Requisitioners can view orders in E-Procurement by conducting a system search for the order. This functionality is covered in the EProcurement eRequisitioning course.



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**Practice
Exercise**

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Create a purchase order from an E-Procurement requisition in Colleague. Mark the purchase order as done.



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Scenario

You would like to make a change to a Purchase Order.

Walkthrough

1. Return to the POEM and examine the purchase order (rather than “A” for add, enter the purchase order number). The purchase order will be in Outstanding status.

2. Updates to the purchase order main screen or the line item information will also trigger an update to E-Procurement. For example, if the 'Ship To' field is changed and you save/update, E-Procurement will receive the updated information.
3. Change the Ship to from BW Best Way to FE Federal Express. Update the data in the Ship To field (either with the Colleague Ctrl-D or menu pulldown) by entering FE for Federal Express.



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POEM-Purchase Order Maintenance

PO Number: P0000528 PO Status: Outstanding Status Date: 06/28/03

PO Date: 06/28/03 AP Type: 0011 State Current Expens
Requisitions: 1 0000639 Maintenance Date: 06/28/03
PO Type: PR E-Procurement PO Amount: 100.00

Vendor ID: 0005683 Types: 1
Name: 1 Walmart (Manual)
Address: 1 600 Capital Blvd. (Manual)
City/St/Zp: Raleigh NC 27609
Country: Terms: 30 Net 30 Days
Currency: Take Cash Discount: ☐
Ship To: 01 Davidson Cc Main
Ship Via: FE Federal Express FOB: DT Destination

Approvals: 1
Buyer: Line Items: 1
Initiator: Shashin Printed Comments: 1
Reference No: 1 Comments: 1
Invn Store: PO Done: Yes
Contract Date: 06/28/03

Controller Type: No Values

4. Save and update the purchase order and the update(s) are automatically sent to E-Procurement.

**Practice
Exercise**

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Return to the purchase order from an E-Procurement requisition in Colleague. Change the values for FOB and Payment Terms and save/update.



Scenario

You would like to process a Blanket purchase order.

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Walkthrough

1. Login to Colleague and access the CF application
2. Navigate to the blanket purchase order maintenance screen BPOM using the mnemonic Go option

3. Add a new blanket purchase order with the "A"
4. In the blanket purchase order maintenance screen, enter the Colleague Blanket Requisition number in the Requisitions field and press enter. The screen will populate with the information from the requisition.



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BPOM-Blanket PO Maintenance

| | | |
|-------------------|-----------|--------------|
| BPO Number: | Status..: | Status Date: |
| BPO Amount: 10.00 | Expensed: | Diff.: 10.00 |

| | |
|-------------------------|----------------------------|
| BPO Date: 07/11/03 | Maintenance Date: |
| Requisitions: 1 0000449 | Expire Date: |
| AP Type: | BPO Type: EP E-Procurement |

| | |
|-------------------------------------|-----------|
| Vendor ID: 0005684 | Types: 1 |
| Name: 1 Correction Enterprises | (Manual) |
| Address: 1 4240 Mail Service Center | (Manual) |
| Cty/St/Zp: Raleigh NC 27699-4240 | |
| Country: | Currency: |
| Ship To: 02 Davidson Cc 2nd S | Terms: |
| Ship Via: | FOB: |

| | |
|-----------------|------------------|
| Approvals: 1 | Ref No: 1 |
| Initiator: Skim | Expense Nos: 1 |
| Buyer: | Commodity: 50015 |
| Comments: 1 | BPO Done: No |
| Prt Comment: 1 | Item Orders: |

AP Types LookUp New Record

Note: In the BPOM screen (similar to the POEM screen) there is a BPO Type (set to E-Procurement) and the vendor information is read only (for an E-Procurement blanket purchase order). When the Blanket Purchase Order is marked as BPO Done = Yes, it will go to Outstanding Status and E-Procurement will be automatically informed.

**Practice
Exercise**

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Create a blanket purchase order from an E-Procurement requisition in Colleague.

Mark the blanket purchase order as done and verify that it is sent to E-Procurement.



**Key Summary
Points**

- Colleague purchase orders are created from E-Procurement Colleague requisitions with blanket line items. Completion of the blanket purchase order automatically updates E-Procurement.
-
- Changes to a Colleague purchase order are automatically sent to EProcurement.
 - Blanket Purchase Orders are created from E-Procurement Colleague requisitions with blanket items. Completion of the blanket purchase order automatically updates E-Procurement.
 - In the same manner as non-blanket purchase orders, changes to blanket purchase orders are automatically sent to E-Procurement.
 - The following fields can be modified on requisitions and purchase orders in Colleague: Unit Price (non-catalog), Quantity, Need By Date, FOB Code, Other Costs, Ship to code, Account Code, Ship Via, Payment Terms, Description (non-catalog), Tax, and comments. If you want to modify any other field on the order, you must delete the line item and return to E-Procurement to create a new requisition.
-



Topic 5 Vouchers and Check Processing

Overview

Vouchers and check processing for E-Procurement purchase orders is the same in Colleague as non-E-Procurement purchase orders. The only major difference is that Other Costs from E-Procurement purchase orders will be displayed. Other costs are included in the voucher totals and the subsequent check processing totals.

This topic will not cover the entire Colleague voucher and check processing, but will highlight some of the minor differences to expect when processing E-Procurement vouchers.

Scenario: The user has a purchase order in Outstanding Status. Items on the purchase order are accepted. The user creates a voucher for the accepted items and the voucher is marked as done. Subsequently, a check is created for the voucher. When the check is posted, E-Procurement is notified of the transaction.



Walkthrough

1. Login to Colleague and access the CF application
2. Navigate to the purchase order receiving PORC using the mnemonic Go option
3. On the PORC Lookup window, enter the purchase order number to receive.

PORC-Purchase Order Receiving

PO Number: P0000528 PO Date: 06/28/03 Buyer:
Vendor...: Walmart Buyer Phone:
Initiator: Shashin

Date Received: 06/28/03
Packing Slip No:
Arrived Via:

| | Description | Vendor Part | Quantity | Unit | Accepted |
|----|-------------|-------------|----------|------|----------|
| 1 | Service | | 100.000 | DL | 100.000 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Received By: Steven Crimmins Accept All Items: No

Controller Description Adding Value 2

4. Enter the accepted quantity and save/update.
5. Navigate to the Voucher Maintenance Screen, VOUM, and add a new voucher.
6. Enter the purchase order number. The screen will auto-fill with the information from the purchase order.



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VOUM-Voucher Maintenance

Vou Type: EP

Voucher ID: V0001245 Status: Status Date:

Debit.....: 41.96 Credit: Net.....: 41.96

Voucher Date: 07/11/03 Invoice Number: Invoice Date: Invoice Totals: Maintenance Date: PO Number: P0000477

Vendor ID: 0005666 Types: 1 Name: 1 Team Bldg Wizard II Address: 1 600 Hillcrest Dr City/St/Zp: Blackburg VA 29700 Country: Currency: Terms: 30 Net 30 Days Cash Discount: Due Date: 07/11/03 Check Group: Take Discount: Rcr Voucher:

Approvals: 1 Voucher Done: No Comments: 1 Reference No: 1 AP Type: 6011 State Current Expens Pay Voucher: Yes Line Items: 4 Assoc. Emps:

7. Navigate to the Line Items Details.

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VOUM-Voucher Maintenance VOIL-Voucher Item List

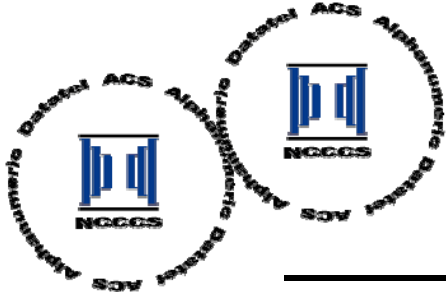
Voucher ID: V0001245 Status: In Progress Status Date: 07/11/03
Debit.....: 41.96 Credit: Net.....: 41.96

Vendor 1 Team Bldg Wizard II PO Number P0000477
Tax Incl No Rcr Voucher
Customs Inv N Invoice Total

Taxes Invoice Amount Calculated Amount
1 65.65% Sales Tax 1.96
2

| | Description | Quantity | Extended Price | Invoice Number | Tax |
|------------|-------------|----------|----------------|----------------|-----|
| 1 | Vitamins 1 | 1.000 | 2.00 | 20030711A | Yes |
| 2 | Vitamins 2 | 2.000 | 6.00 | 20030711A | Yes |
| 3 | Vitamins 3 | 3.000 | 12.00 | 20030711A | Yes |
| 4 | Vitamins 4 | 4.000 | 20.00 | 20030711A | Yes |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| Item Total | | | 40.00 | | |

8. Navigate to the details for a specific line item.



NCCCS AIS Colleague Enhancements Instructor-Led Training

| VOUM-Voucher Maintenance VOIL-Voucher Item List VOUD-Voucher Item Maintenance | | | |
|---|--|------------------------|--|
| Voucher ID: V0001245 | | Voucher Date: 07/11/03 | |
| Debit..... 41.96 | | Credit: Net... 41.96 | |
| Vendor 1 Team Bldg Wizard II | | PO Number P0000477 | |
| Cmdty 32584 | | Rcr Voucher | |
| Desc 1 Vitamins 1 | | Qty Accepted 1.000 | |
| 2 | | | |
| Price 1.0000 | | Fixed Asset | |
| Quantity 1.000 | | Vendor Part | |
| Unit of Issue EA Each | | Form/Box/Loc | |
| Trade Disc Amt | | Invoice No 20030711A | |
| Trade Disc Pct | | Invoice Date 07/11/03 | |
| Cash Discount 0.00 | | Item Det X | |
| Other Cost 1.00 | | Comments 1 | |
| Extended Price 2.00 | | | |
| Tax Codes 1 65 6.5% Sales Tax | | | |
| GL Account No 1 11-140-97-535430-10200 | | Percent 100.000 | |
| GL Amt 2.00 | | Quantity 1.000 | |
| Proj ID | | | |

9. Notice the Other Cost information (specific to E-Procurement).
10. In the voucher maintenance screen, enter the invoice number, invoice data and invoice totals. Mark the voucher as done and save/update.
11. Perform Colleague Check Processing including Check Selection and Printing. Other costs will be included in the check totals.
12. When the check is posted (with the check post CKPO screen), the transaction will automatically be sent to the E-Procurement.

Practice Exercise

Instructions:

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

Scenario:

Accept the line items on a purchase order. Proceed to create a voucher from this purchase order and mark the voucher as done. Perform check processing for the voucher and post the check. Proceed to void the check.

Colleague Enhancements

Instructor-Led Training

-Instructor's Guide-

**Review
Questions****Instructions:**

Discuss the following questions about eRequisition Processing with your classmates. Please refer to the course materials as well as classmates in order to determine the correct answers.

Questions:

1) True or false, are other costs included in vouchers and checks?

**Key Summary
Points**

- Voucher creation and check processing in Colleague for E-Procurement purchase orders will now incorporate Other Costs information.
-



Overview

Colleague
Modifications

Reporting

Scenario

The user has a requisition, purchase order or voucher and runs the register reports. The E-Procurement requisitions, purchase orders or vouchers are identified as EP.

Walkthrough

1. Login to Colleague and access the CF application.
2. Navigate to the requisition register screen RREG using the mnemonic Go option.

RREG-Requisition Register

Saved List Name

Ranges

| | Begin | End |
|-----------------|----------------------|----------------------|
| Report Dates | 07/07/03 | 07/11/03 |
| Requisition No | <input type="text"/> | <input type="text"/> |
| Desired Date | <input type="text"/> | <input type="text"/> |
| Purchase Order | <input type="text"/> | <input type="text"/> |
| Requisition Amt | <input type="text"/> | <input type="text"/> |
| Expiration Date | <input type="text"/> | <input type="text"/> |
| GL Account No | <input type="text"/> | <input type="text"/> |

Non-Range Values

| | | | | |
|-------------------------------|------------------------|------------------------|------------------------|------------------------|
| Vendors Include | 1 <input type="text"/> | 2 <input type="text"/> | 3 <input type="text"/> | 4 <input type="text"/> |
| Vendors Exclude | 1 <input type="text"/> | 2 <input type="text"/> | 3 <input type="text"/> | 4 <input type="text"/> |
| Buyers | 1 <input type="text"/> | 2 <input type="text"/> | | |
| Initiators | 1 <input type="text"/> | 2 <input type="text"/> | | |
| AP Types | 1 <input type="text"/> | 2 <input type="text"/> | | |
| REQ Types | <input type="text"/> | | | |
| Additional Selection Criteria | No | | | |

3. Enter date ranges or requisition number ranges.



4. Save/Update and run the report to the hold file.

| | | | | | | | |
|-------------------|------------------|---|---------------------|-------------|-----------------|----------------|----------|
| July 11 2003 | | REQUISITION REGISTER FOR | | | | Page 1 | |
| 11:24 | | PERIOD STARTING: 07/07/2003 - PERIOD ENDING: 07/11/2003 | | | | | |
| Req No | Req Date | Vendor ID/Name | | Status | Inventory Store | Authorizations | Req Type |
| Stock No/ | Item Description | | | | | | |
| BPO/PO Work Order | Vendor Part | GL Account | Percent | Quantity | UI | Price | Tax Amt |
| | | | | | | | Total |
| ----- | | | | | | | ----- |
| 0000712 | 07/11/03 | 0005666 | Team Bldg Wizard II | In Progress | | | EP |
| | | | Vitamins 3 | | | | |
| | | | | 3.000 | EA | 3.0000 | 12.00 |
| | | | | | | | ----- |
| | | | | | | | 12.00 |

Note: The requisition register report will now show the requisition type.

Practice Exercise

Run a requisition register report that will include E-Procurement requisitions and verify that they show EP in their type.